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ABSTRACT

Intended for technical writing instructors, this bibliography presents sources on the elements of technical writing and its instruction. Following a list of the addresses of relevant journals, organizations, and institutes, the paper presents citations in the following categories: (1) anthologies and proceedings, (2) bibliographies, (3) communication theory, (4) editing, (5) grammar and linguistics, (6) graphics, (7) language, (8) professional resources and journals, (9) publication management, (10) research, (11) supplemental reading, (12) speech, (13) style manuals, (14) teacher references, (15) textbooks, (16) general and specialized writing, (17) writing for publication, (18) teaching technical writing, (19) how technical writing differs from other writing forms, and (20) science and technology. (HTH)

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Select Bibliography: Help for Teachers of Technical Writing

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HELPFUL ADDRESSES

Journals

Teaching English in the Two-Year College, Department of English, East Carolina University, Greenville, NC 27834

Technical Communication, see below, Organizations, STC

Journal of Technical Writing and Communication, Baywood Publishers, Farmingdale, NY 11735

The Journal of Business Communication, see below, Organizations, ABCA

IEEE Transactions on Professional Communication, IEEE, 345 East 47th Street, NY 10017

Organizations

Society for Technical Communication, 815 15th Street, NW, Washington, DC 20005*

Association of Teachers of Technical Writing, c/o Nell Ann Pickett, English, Hinds Junior College, Raymond, MS 39154

American Business Communication Association, 911 South Sixth Street, University of Illinois, Urbana, IL 61820*

Council for Programs in Technical and Scientific Communication, c/o Dr. Dave Carson, President, LLC, R.P.I., Troy, NY 12181*

Society for Scholarly Publication, 2000 Florida Avenue, N.W., Washington, D.C. 20009*

Document Design Center, American Institutes for Research, 1055 Thomas Jefferson Street, N.W., Washington, DC 20007

*Publishes a proceedings.

INSTITUTES

The following universities hold institutes for teachers of technical writing.

Southeastern Conference on English in the Two-Year College Institute. At University of Southern Mississippi (Dr. Dixie Hickman). Hattiesburgh, MS

Technical Writers Institute for Teachers. Rensselaer Polytechnic Institute (Dr. Dave Carson). Troy, NY

University of Michigan (Dr. Dwight Stevenson). Ann Arbor, MI

University of Washington (Dr. Mike White). Seattle, WA

Rice University. Houston, TX

Old Dominion University (Dr. Freda Stohrer). Norfolk, VA

ANTHOLOGIES AND PROCEEDINGS

American Business Communication Association. Humanism / Technology = Effective Communication: Nineteen Selected Presentations. The 44th National and 5th International

CS206736

Convention. December 27-29, 1979, Seattle, WA. Urbana, IL: American Business Communication Association, (1980).

Brewer, John, et al., eds. Readings in Technical Report Writing. Columbia, MO: Lucas Brothers Publishers, 1959.

Council for Programs in Technical and Scientific Communication. Annual Proceedings, 1974-1981. Contact Dr. Dave Carson, President, CPTSC; Language, Literature, Communication; R.P.I.; Troy, NY 12181 for details.

Estrin, Herman A., ed. Technical and Professional Writing: A Practical Anthology. NY: Preston Publishing Co., Inc., 1976. A reprint of a 1963 anthology published by Harcourt, Brace, World.

Effective Communication for Engineers: (A Collection of Articles Originally Published in "Chemical Engineering"). NY: McGraw-Hill Book Company, 1974.

Hirschhorn, Howard H. Technical & Scientific Reader in English. NY: A Regents Publication, Simon and Schuster, 1970.

Kirkman, John, ed. Teaching Communication Skills to Engineers and Scientists in Higher Education: Proceedings of a One-Day Conference, Friday, 17th November 1978, UWIST, Cardiff, Wales. Cardiff, Wales: The University of Wales Institute of Science and Technology, English Department, 1978.

Muller, John A., ed. Proceedings: 31st Conference on College Composition and Communication: Technical Communication Sessions. St. Paul, MN: University of Minnesota, Department of Rhetoric, 1980.

Roland, Charles G., ed. Good Scientific Writing. Chicago: American Medical Association, 1971.

BIBLIOGRAPHY IN TECHNICAL WRITING

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Balachandran, Sarojini. Technical Writing: A Bibliography. Urbana, IL: American Business Communication Association; and Washington, DC: Society for Technical Communication, 1977.

Bowman, Mary Ann and Joan D. Stamas, comp. Written Communication in Business: A Selective Bibliography, 1967-1977. Urbana, IL: American Business Communication Association, 1980.

Philler, Theresa A., Ruth K. Hersch, and Helen Carlson, eds. An Annotated Bibliography on Technical Writing, Editing, Graphics, and Publishing. Washington, DC: Society of Technical Writers and Publishers; and Pittsburgh, PA: Carnegie Library, 1966.

UNESCO. Bibliography of Publications Designed to Raise the Standard of Scientific Literature. Paris: United Nation Educational, Scientific, and Cultural Organization, 1963.

Bibliographic Articles

Blackman, Carolyn M. "Bibliography of Resources for Beginning Teachers of Technical Writing," in Technical Professional Communication: Teaching in the Two-Year College, Four-Year College, Professional School, ed. Thomas M. Sawyer. Ann Arbor, MI: Professional Communication Press, 1977, pp. 49-64.

Cunningham, Donald H. "Bibliographies of Technical Writing Materials," The Technical Writing Teacher, 1 (Winter, 1974), 9-10.

Cunningham, Donald H. and Vivienne Hertz. "An Annotated Bibliography on the Teaching of Technical Writing," CCC, 21 (May, 1980), 177-186.

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Serial Bibliographies

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The Technical Writing Teacher, Fall issue. No annotations but classified.

COMMUNICATION THEORY

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Bandler, Richard and John Grinder. Frogs into Princes: Neuro Linguistic Programming, ed. John O. Stevens. Moab, Utah: Real People Press, 1979.

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VOL I: Readings in Applied Linguistics, 1973.
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PROFESSIONAL RESOURCES

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*Cunningham, Donald H. and Herman A. Estrin, eds. The Teaching of Technical Writing. Urbana, IL: NCTE, 1975.
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*Gould, Jay R., ed. Directions in Technical Writing and Communication. Farmington, NY: Baywood Publishing, 1977.
*Gould, Jay R. and Wayne A. Losano. Opportunities in Technical Writing Today, 2nd ed. Louisvillie, KY: Vocational Guidance, Manuals, Inc., 1975.
Heitowit, Ezra D., et. al., comps., eds. Science, Technology, & Society: A Guide to the Field, Directory of Teaching Research, and Resources, in the U.S. Ithaca, NY: Program on Science, Technology, and Society. Reproduced by National Technical Information Service, Springfield, VA, 1976.
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*Pearsall, Thomas E. Teaching Technical Writing: Methods For College Teachers. Washington, DC: STC, 1975.
*Pirsig, Robert. Zen and The Art of Motorcycle Maintenance, NY: Bantam Books, 1974.
*Sawyer, Thomas M., ed. Technical and Professional Communication: Teaching in the Two-Year College, Four-Year College, Professional School. Ann Arbor, MI: Professional Communication Press, 1977.
Sciphers: (Publication of Science Writers Group). Columbia, MO: School of Journalism, University of Missouri. Quarterly. $8/year.
The Underground Grammarian. Glassboro, NJ. 08028. Monthly Sept. - May. $10.00

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Haughney, John D. Effective Catalogs. NY: John Wiley & Sons, Inc., 1968.

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RESEARCH

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Manko, Howard H. Effective Technical Speeches and Sessions: A Guide for Speakers and Program Chairmen. NY: McGraw-Hill Book Company, 1969.

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Turner, Barry T. Effective Technical Writing and Speaking. London: Business Books Limited, 1974.

Wagner, Joseph A. Successful Leadership in Groups and Organizations, 2nd. ed. NY: Chandler Publishing Company, 1973.

STYLE MANUALS

Each of the following style manuals presents "rules" for such areas as usage, spelling, punctuation, etc. Some are meant for specific disciplines; others are for general use. Each writer should have one or more of these handy for reference.

CBA Style Manual Committee. Council of Biology Editors Style Manual: A Guide for Authors, Editors, and Publishers in the Biological Sciences, 4th ed. Arlington, VA: American Institute of Biological Sciences, 1978.

Handbook and Style Manual for ASA, CSSA, and SSSA, Publications, revised ed. Madison, WI: American Society of Agronomy, Crop Science Society of America, Soil Science Society of America, 1977.

A Manual of Style: For Authors, Editors, and Copywriters, 12th ed. Chicago: The University of Chicago Press, 1969.

Publication Manual of the American Psychological Association, 2nd ed. Washington, DC: American Psychological Association, 1974.

Style Book and Editorial Manual, 5th ed. Chicago: Scientific Publication Division, American Medical Association, 1971.

Words into Type, 3rd ed. Englewood Cliffs, NJ: Prentice-Hall, Inc., 1974.

U.S. Government Printing Office Style Manual, revised ed. Washington, DC: U.S. Government Printing Office, 1973.

TEACHER'S REFERENCES

Ford, Charles A., ed. in chief. Compton's Illustrated Science Dictionary. Chicago: F.E. Compton Co., 1963.

Graf, Rudolf F. Modern Dictionary of Electronics, 4th. ed. Indianapolis: Howard W. Sams & Co., Inc., 1972. A paperback version is usually available through Radio Shack.

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Bilcq, Ron S. Technically Write, 2nd. ed. Englewood Cliffs, NJ: Prentice-Hall, 1981.

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Allen, J.P.B. and H.G. Widdowson, eds. English in Focus. London: Oxford University Press. There are several volumes in the series. Four follows:

Allen, J.P.B. and H.G. Widdowson. English in Physical Science, 1974.

Glendinning, Eric H. English in Mechanical Engineering, 1973.

Maclean, Joan. English in Basic Medical Science, 1975.

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Brasnett, Clive. English for Medical Students. London: Methuen Educational, 1976.

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Colby, John and Joseph A. Rice. Writing to Express. Minneapolis: Burgess Publishing Company, 1977.

Eisenberg, Anne. Reading Technical Books: How to Get the Most Out of Your Readings in General Physics and Chemistry; Automotive, Electrical, and Mechanical Technology, Civil and Construction Technology; Metallurgy; Industrial Arts; Data Processing; Technical Courses; Engineering Technology Courses. Englewood Cliffs, NJ: Prentice-Hall, Inc., 1978.

Kantrovich, Jerald M. Riffle the Deck: Technical Vocational Writing for High School. Chicago, IL: Stack the Deck, Inc., 1978.

Kapp, Reginald O. The Presentation of Technical Information, 2nd. ed., rev. London: Constable and Company Limited, 1973.

Mackin, Ronald, ed. English Studies Series. London: Oxford University Press. There are several volumes in this series. Seven follow:

Adamson, Vera and M.J.B. Lowe. General Engineering Texts, 1971.

Berkoff, N.A. Agriculture, 1971.

Clarke, M.M. Anthropology, Psychology, Education, Language, Philosophy, 1966.

Clarke, J.J. History, Sociology, Politics, Economics, Law, 1964.

Hawkins, William F. and Ronald Mackin. Physics, Mathematics, Biology, Applied Science, 1966.

Hawkins, W.F., Ronald Mackin, and G.V. Taylor. Chemistry, 1973.

Mackin, Ronald and William F. Hawkins. Liberal Studies, 1967.

Scholastic Real World English, ed., Stephen Dunning. NY: Scholastic Book Services. There are several volumes in this series. Four follow:
Davis, Kenneth W., et al. Writing: 1. n.d.
Dunning, Stephen. Who I am. n.d.
Dunning, Stephen. Dreams, n.d.
Robinson, Jay, et al. Language! n.d.

WRITING: GENERAL

Barzum, Jacques and Henry F. Graff. The Modern Researcher, 3rd. ed. NY: Harcourt Brace Jovanovich, Inc., 1977.

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Leader's Manual, 1980.
Memory, 1981.
Writing: Style and Effectiveness, 1981.
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O'Hayre, John. Gobbledygook Has Gotta Go. Washington, DC: Government Printing Office, n.d. (Stock: #024-011-00002-0)

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Bates, Jefferson D. Writing With Precision: How to Write so that You Cannot Possibly be Misunderstood. Washington, DC: Acropolis Books Ltd., 1978.

Burchell, Robert W. and David Listokin. The Environmental Impact Handbook. New Brunswick, NJ: Center for Urban Policy Research, Rutgers--The State University, 1975.

Davis, Larry Nolan and Earl McCallon. Planning, Conducting and Evaluating Workshops. Austin, TX: Learning Concepts, 1974.

Effective Writing Study Guide: A Workshop Course. Washington, DC: Department of the Treasury, Internal Revenue Service, n.d.

Eimermann, Thomas E. Fundamentals of Paralegalism. Boston; Little, Brown and Company, 1980.

Gordon, Frank S. and Thomas M.S. Hemnes, comps. The Legal Word Book. Boston: Houghton Mifflin Company, 1978.

Hall, Mary. Developing Skills in Proposal Writing, 2nd. ed. Portland, OR: Continuing Education Publication, 1977.

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Linton, Calvin D. Effective Revenue Writing: 2. Washington, DC: Government Printing Office, n.d.

Masterman, Louis E. The Applicant's Guide to Successful Grantsmanship. Cape Girardeau, MO: Keene Publications, 1978.

Monroe, Judson. Effective Research and Report Writing in Government. MY: McGraw-Hill Book Company, 1980. There is also a short course notebook based on this text.

Rogers, Raymond A. How to Report Research and Development Findings to Management. NY: Pilot Books, 1973.

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